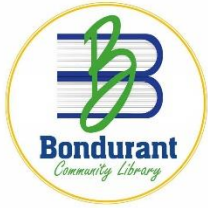


BONDURANT COMMUNITY LIBRARY

PURCHASING POLICY



Purpose of the Purchasing Policy: The Bondurant Community Library Board of Trustees are responsible for approving the expenditure of all library funds over which it has control. However, the Library Director is authorized and directed to take such action with respect

to the expenditure or commitment of the library funds as defined in this policy.

The purchasing function involves the procurement of materials, supplies, education and training, equipment and services at the lowest possible cost consistent with the quality needed for the proper operation of the library. The intent of this policy is to promote fiscal responsibility.

General Practices

- Whenever possible, purchases shall be requested to allow for ample time for processing and delivering the order.
- Supplies shall be of a quality to suit the intended purpose at the least expense.
- Supplies shall be purchased in sufficient quantities that will meet the normal requirements of the library for a reasonable time.
- Every effort shall be made to purchase supplies and services from vendors who have businesses within the City of Bondurant/metro area. Exceptions to this policy may include:

When supplies or services are not available from local vendors or prices of local vendors exceed prices of vendors located outside the corporate limits.

When supplies or services are available locally but have to be ordered or scheduled, requiring inordinate delay in the library's work, project or activity.

In emergency situations when local businesses are closed or personnel are outside of the City.

Authorized Individuals

The Library Director must first approve any request for purchase. The Library Director may appoint a member of the Library staff to maintain inventories and prepare requests for the Library. Notification of such an appointment shall be made to the City Clerk/Finance Director and/or the City Administrator.

With respect to this policy, the City Clerk/Finance Director may act on behalf of the City Administrator in his/her absence.

City Clerk/Finance Director

The City Clerk/Finance Director will ensure that, for accounting purposes, necessary records are kept and made available for reference.

Library Director

Any order over the amount of \$5000 shall be approved by the Library Board of Trustees. The Library Director may approve up to \$5000 for budgeted and unbudgeted items. Any item over these amounts will go before the Library Board of Trustees for approval.

The Library Director is authorized to obligate the library for expenses in excess of \$5000 for emergency repairs and equipment without prior board action provided such expenditures can be accommodated within the budget limitations for such items.

Emergency Purchases:

An emergency situation exists when an item or service that is necessary to the Library's work, project or activity must be purchased as soon as possible, so as not to jeopardize that particular work, project or activity.

The Library Board of Trustees approval will be necessary for applicable purchases over \$5000.

Public contracts and bid lettings are exempt from this policy as they are defined by statutes of the State of Iowa.

Types of Purchases

General:

The circumstances which are involved in the purchase of an item and/or service vary considerably. The following types of purchases define the situation, explain the purchasing procedures involved and describe the role of the Library in the process. Each verbal quote shall be documented by the Library Director. Written quotes will be supplied by the vendor.

Petty Cash:

Petty cash may be used to make purchases of under \$50.00. Approval is required by the Library Director and must be signed out by the Library Director. A receipt is required for all petty cash purchases. The Library Board of Trustees must authorize any increases or decreases to the petty cash fund. The petty cash drawer is under no circumstances to be used for one's own personal use. Starting cash drawer of \$20.00 for the Library cash register is not considered petty cash and should not be used to make purchases.

Routine Purchases:

Those budgeted items or services which are used by the Library in the operation of Library business that are neither ongoing nor contractual purchases as defined below and have a value of less than \$5000 are routine purchases. Final approval for any purchase above \$5000 will be given by the Library Board of Trustees.

Purchase with a value under \$5000

Those budgeted items or services which are used by the Library in the operation of Library business that are neither ongoing nor contractual purchases as defined below and have a value of less than \$5000 do not require any formal purchasing procedures. Purchases may be made by any Library employee authorized by the Library Director.

Purchase with a value of over \$5000

Any budgeted item and/or service with a value of over \$5000 requires a minimum of two (2) quotations or submitted bids from interested vendors unless the item or service obtained or provided is such that two (2) quotations cannot be obtained.

Bids or quotations will be written. Final approval must be given by the Library Board of Trustees.

On-Going Purchases:

Any item or service which is used by the Library on an on-going basis and which, by the nature of the item or service, is not subject to comparative buying, is available only through one vendor, and is accordingly billed at regular, consistent, and predictable intervals, is an on-going purchase and is not subject to the purchasing procedures and will be paid by regular Library Board of Trustees approval when possible, unless the due date is prior to the next Library Board of Trustees meeting. Under those circumstances, payment will be made with an interim warrant.

List of On-Going Purchases:

- Only those items, services, and/or vendors listed in this section are on-going purchases. Any changes or additions to the following list must be made with the approval of the Library Board of Trustees.
- Postal services, including routine postage fees such as: Overdue notices Interlibrary Loan mailing and postage stamps.
- Contractual purchases and maintenance agreements. Those items or services which are provided as a result of the Library entering into a binding and legal agreement with the vendor are contractual purchase maintenance agreements for equipment initially purchased according to the purchasing policy. Such expenditures shall be processed in accordance with the established financial policy and, as determined by the Library Director.
- Payroll and payroll related expenses to include: Federal/State, FICA, IPERS, health and dental premiums, payroll deductions per pay period, and flexible spending.
- Materials purchases.
- Office supply purchases.
- Equipment repairs and replacements, including technology equipment.
- Library programming purchases.
- Utility bills.
- Education and training up to \$1500 per person.

- Monthly utility expenses, including telephone and communication, and internet expenses.
- Routine replenishing of petty cash.
- Fuel purchases.
- Business credit card payments.
- Immediate payment of amounts due, which if not paid promptly would result in loss of discount, penalty for late payment or additional interest costs.

Library Credit Card

The Bondurant Community Library will maintain one (1) credit card account for library business. The Library Credit Card is an additional credit card on the City of Bondurant account. All invoicing for this card is included with the City's invoicing. The credit card will be used to expedite library purchases of materials, equipment, supplies, travel, and programs as authorized by the Library Director.

Controls:

The Library Credit Card will be housed in the Library Director's office. The Library Credit Card will be locked in a file cabinet in the office, and will be carried by the Library Director only for library business. Multiple cards for the same account will not be allowed. Library staff will be authorized to use the Library Credit Card when pre-authorized by the Library Director.

All Credit Card statements and receipts will be reviewed by the Library Director for accuracy and submitted to the City Clerk/Finance Director for payment on account. Due to the quick payment cycle of the Library Credit Card bill, it will be considered a static bill and noted as such.

Appropriate use of the Library Credit Card:

Appropriate use of the Library Credit Card will include the following activities, but not be restricted to these activities.

- Authorized travel/meeting expenses such as lodging, meals, registration fees and gas.
- Program supplies.
- Internal meeting, program supplies.

- Purchase of library materials not available through a standard vendor.
- Equipment.
- Miscellaneous supplies.
- Other items as authorized by the Library Director.

Inappropriate Use:

Inappropriate use of the Library Credit Card includes but is not limited to:

- Personal purchases not for authorized Library business.
- Willful and intentional misuse of the Library Credit Card will result in disciplinary measures.

Adopted May 2018

Reviewed: 11/2020, 11/2023